



## **JOB DESCRIPTION**

Title: **MEAL PROGRAM SUPERVISOR**  
Department: Heritage Center  
Class Code: 8275  
FLSA Status: Non-Exempt  
Effective Date: October 3, 1988 (Rev. 07/02)  
Grade Number: 7

### **GENERAL PURPOSE**

Under the supervision of the Heritage Director, performs a variety of duties associated with the planning and preparation of the Center's Meal Program served to senior adults.

### **EXAMPLES OF DUTIES**

- \*-- Prepares the monthly menu of nutritionally balanced, cost efficient meals; keeps updated records of menus, portion amounts and serving sizes on file.
- \*-- Coordinates the preparation, serving, and clean-up of the Center's Meal Program ensuring meals are served on time; responsible for all kitchen and dining room operations; works with the program staff in planning for special program events where food is served.
- \*-- Inventories supplies on a regular basis; orders necessary supplies; monitors the use of supplies to reduce waste; coordinates planning and purchases for special events; submits the month's purchase invoices and receipts in a timely manner.
- \*-- Recruits, trains and supervises kitchen volunteers; assigns duties; reviews work in progress; records hours worked.
- \*-- Maintains all health, safety and sanitary standards as directed by the Health Department; observes Heritage Center policies and procedures; maintains proper cleanliness of dining room tables and settings; insures proper use, maintenance and service of kitchen equipment; maintains supply of clean towels and aprons.
- \*-- Communicates with Center participants; shows interest in senior adults.
- \*-- Conducts food handlers and kitchen safety classes for volunteers and staff.
- Performs other related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- High School diploma and a minimum of two (2) years experience in the food service industry and one (1) year of experience supervising other employees OR any equivalent combination of education and experience.

### Necessary Knowledge, Skills and Abilities

- Working knowledge of meal planning, preparation and kitchen operations in an institutional setting; basic knowledge of nutrition and dietary food preparation; ability to operate commercial kitchen equipment; ability to supervise.
- Knowledge of safety precautions common to the food service trade; knowledge in regard to hygiene and sanitary precautions common to the food service trade.
- Ability to read and understand instructions and recipes.
- Ability to communicate both verbally and in writing; ability to create effective working relationships with the public, volunteers and other staff members; ability to perform under pressure.

### Special Requirements

- Must be able to get Salt Lake County Health Department "Serve Safe" Certification.

## **TOOLS & EQUIPMENT**

- Personal computer, including word processing software; various kitchen equipment and utensils.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to reach with hands and arms, stand, talk or hear; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is regularly required to sit; climb or balance; stoop, kneel, crouch, or crawl.

- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is moderately loud.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Essential functions of the job.